



**Clear Choices:  
Storm Water Solutions for Montana  
April 7<sup>th</sup>-9<sup>th</sup>, 2009 ~ Bozeman, Montana**

Vendor Registration Instructions

**If you plan on becoming a sponsor and having a vendor booth, please register as a sponsor first, so that you are issued a payment coupon for vendor registration.**

The total cost to register for a vendor booth is \$300 and includes \$150 for registration and \$150 for the booth. If you have a \$150 coupon because you signed up as a sponsor, you will apply the coupon at the end of this process. Additional instructions are included below.

To register as a vendor:

1. From the conference home page, click on the [Registration](#), located on the left side of the page.
2. On the conference registration page, click on **“Start”**, located in the bottom right corner of the page.
3. The next page asks: What would you like to do? Click on **“Individual”** to complete an individual registration.
4. The next page gives you the option to do regular or vendor registration. Click on **“Vendor”**.
5. The next page asks you to fill in your information. Please fill in the name of the person who will be attending the conference and at your booth and click **“Continue”**.
6. The next page gives you the option to have a vendor booth. There is a limit of 25 booths. To obtain a vendor booth **check the box next to the session that says, “Conference Booth for April 7-8, 2009”**. The fee for the booth is \$150 dollars. On this page you will also have the option to attend the Bozeman storm water tour or the storm water training at an additional cost. After you have checked the box next to the conference booth (and other box if you plan to attend an April 9<sup>th</sup> session) click on **“Continue”**.
7. The next page displays the meal options. All of the meals listed are included in the price of registration. Check the boxes next to the meals you plan on attending and then click **“Continue”**.
8. The next page gives you your registration summary. If all of the information is correct click **“Continue”**.
9. The next page gives you options for payment.
  - **If paying with single bill:**  
Choose option one **“Single Bill”** if you are paying for the registration and booth with the same form of payment. Click on **“Single Bill”**, review your registration summary on the next page and click **“Submit for purchase”**. Choose your form of payment on the next page and follow the instructions for that payment.
  - **If you have a \$150 coupon from signing up as a Sponsor:**  
Choose option two **“Split Bill”**. Click on **“Split Bill”**, review your registration

summary on the next page. The bill will show that you owe \$300 and that is correct. You will use your coupon to bring it down to \$150. Click “**Submit for purchase**”. Choose “**Payment Coupon**” as your first form of payment. Enter the coupon number on the next page, and click “**Continue**”. The new registration summary should show that you now owe \$150. Click on “**Submit for purchase**” again and then choose your final form of payment to pay the remaining \$150 dollars and follow the instructions for that payment.

- **If you are trying to use “Split Bill” to register using two different forms of payment:** You may not split the bill for your registration ticket cost. You may only split the bill if you would like to pay for the booth or a session separately from the registration ticket.